



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 06
Date: February 03, 2014**

To: All Employees

Subject: Vacancy – Travel Specialist (TRAINEE LEVEL)

OPEN TO: All Interested Candidates
POSITION: Travel Specialist – Trainee Level, FSN-9 (T); FP-5 (T)
OPENING DATE: Monday, February 03, 2014
CLOSING DATE: Friday, February 14, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 66,274 annually. (Starting salary)
(Position Grade: FSN-9 – Trainee Level)
U.S. Citizens EFMs: US\$ 50,043 annually. (Starting salary) (Position Grade: FP-5 – Trainee Level)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Travel Specialist to work in the Management Section.

BASIC FUNCTION OF POSITION

This is the single training level established to provide time and opportunity for the incumbent to acquire the knowledge, training and experience necessary to perform the functions of the position at the full performance level. Incumbent is the Mission Brazil Travel Manager and the São Paulo's Visits Office Supervisor, reporting in both roles to the Mission Brazil Travel Policy Coordinator and São Paulo Management Officer respectively. Administers the Mission Travel Program in accordance with Mission policy and U.S. Government rules and regulations, minimizing travel costs so the Mission can meet its program objectives and monitors travel partner's performance to make sure they meet standards set. At the end of one year at grade FSN-9, if performance is found to be satisfactory in terms of job knowledge, skills and abilities, incumbent may be promoted to the full performance level at FSN-10. If any of these conditions is not met, the employee will remain on trainee level, FSN-9, until all requirements are fulfilled and funds are certified.

MAJOR DUTIES AND RESPONSIBILITIES:

Travel and Visits Management (100% of time)

Responsible for providing guidance to Mission employees on how to comply with the USG regulations. Serves as the Mission point of contact for the Travel Management Center (TMC), the Department of State's Transportation and Travel Management section based in Washington, local hotels and airlines country-wide (approximately 25 suppliers). The incumbent will coordinate the assistance provided to Mission travelers and the TMC to resolve conflicts related to travel policies and procedures, and supervises the information provided to travelers and TMC staff. Also provides guidance to Mission travelers on products provided by the TMC, such as their Online Booking Engine and personal travel promotions. Works with local service providers, organizing and conducting trainings and presentations for Mission Brazil. Monitors travel contracts and agreements signed by the Mission, with local travel suppliers, to ensure compliance with its clauses. Additionally, the incumbent will monitor our travel partner's performance to ensure that they meet the standards set by the USG. Incumbent will be responsible for data collection, verification and analysis to assist post management in allocating travel resources more efficiently, and provides advice for the Mission's Travel Policy, in order to maximize

resources. Interacts at the Decision-Making level (executive level) with the travel & events suppliers to keep the Mission Travel Program updated with trends in regards to technology, and best practices and savings. Represents the U.S. Mission Brazil in congresses, forums and conferences of business travel, including Travel Management Associations.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: University degree in Business Administration, Tourism or Hospitality and a specialization in Business Management is required.

EXPERIENCE: Experience in the travel industry is required. Supervisory experience is required.

LANGUAGE: Level IV (Fluent) in both speaking and reading English and Portuguese is required. *These will be tested.*

KNOWLEDGE:

- Of host country hotel industry and travel standards and requirements;
- Of office management controls and customer service;
- Of regulations and institutions applicable to diplomatic travel, shipments and clearances procedures;
- The employee must have substantive knowledge on corporate travel and/or USG travel policies/regulations;
- Must have knowledge of the structure of the U.S. Mission in Brazil.

SKILLS AND ABILITIES:

- Excellent written and oral communication skills;
- Superior organizational, analytical, and planning abilities;
- To function effectively in the stressful environment, taking initiative, exercising independent judgment and making sound decisions, frequently with minimal direct supervision;

- Uses a high degree of independent judgment and problem solving abilities;
- Leadership and team building skills to coordinate, motivate, and develop staff;
- Through working knowledge of Microsoft Outlook, Word, Excel, Power Point;
- Typing level II (30-59 wpm).

Testing may be conducted to determine qualifications.

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP.

CLOSING DATE FOR THIS POSITION: Friday, February 14, 2014

The U.S. Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco

Cleared/Approved: R. Murphy

E. Gohoure

Appendix A

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural

offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a

U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)

- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

This email is UNCLASSIFIED.